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From uucp Tue Mar 21 05:34 CST 1995
>From msgmis Tue Mar 21 05:31 CST 1995 remote from b624
To: b624a!msgmis
Subject: 5c202000.b0a
Status: RO

RTAUZYUW RUENAAA0955 0792125-UUCC--RUCRNAA.
ZNR UUCC
R 202000Z MAR 95 ZYB
FM CNO WASHINGTON DC//N1//
TO NAVADMIN
BT
UNCLAS //N01752// SECTION 01 OF 02
NAVADMIN 061/95
MSGID/GENADMIN/PERS-6//
SUBJ/SEXUAL ASSAULT - RAPE DATA COLLECTION//

REF/A/MSG/NAVOP/152203ZFEB95//
REF/B/RMG/BUPERS/181855ZJUL94/NOTAL//
NARR/REF A IS NAVOP ON THE SAVI PROGRAM. REF B IS MSG ON
DISCRIMINATION AND SEXUAL HARASSMENT "DASH" REPORTING REQUIREMENTS.//
POC/G. TINNEY/CDR/PRIPHN:/DSN 227-6616/703-697-6616//
RMKS/1. THE PURPOSE OF THIS NAVADMIN IS TO ESTABLISH DATA COLLECTION
REQUIREMENTS FOR THE SEXUAL ASSAULT VICTIM INTERVENTION (SAVI)
PROGRAM ANNOUNCED IN REF A. THIS NAVADMIN WILL BE SUPERSEDED UPON
PROMULGATION OF THE REVISED OPNAVINST 1752.1.
2. FOLLOWING ARE INTERIM REPORTING REQUIREMENTS FOR INCIDENTS
OF RAPE AND SEXUAL ASSAULT. EFFECTIVE 1 APR 95, COMMANDING OFFICERS
SHALL REPORT TO THEIR ECHELON II COMMANDER ALL INCIDENTS INVOLVING
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SEXUAL ASSAULT AND RAPE IN ACCORDANCE WITH THE FOLLOWING CRITERIA:
A. THE TERM "SEXUAL ASSAULT" FOR PURPOSES OF THIS REPORTING
REQUIREMENT INCLUDES RAPE (ART. 120 UCMJ), FORCIBLE SODOMY (ART. 125
UCMJ), ASSAULT WITH INTENT TO COMMIT RAPE OR SODOMY (ART. 134 UCMJ),
AND INDECENT ASSAULT (ART. 134 UCMJ).
B. REPORT SEXUAL ASSAULTS OCCURRING IN AREAS UNDER NAVY CONTROL
OR JURISDICTION REGARDLESS OF THE VICTIM'S OR THE ALLEGED
PERPETRATOR'S DUTY STATUS, MILITARY AFFILIATION, OR NATIONALITY.
C. REPORT SEXUAL ASSAULTS INVOLVING VICTIMS WHO ARE FAMILY
MEMBERS AND VICTIMS AND ALLEGED PERPETRATORS WHO ARE ACTIVE DUTY
NAVAL SERVICE MEMBERS OR RESERVISTS ON ACTIVE DUTY, OR ARE ACTIVE
DUTY MEMBERS OF ANOTHER SERVICE ASSIGNED TO A NAVY COMMAND AT THE
TIME OF THE INCIDENT, REGARDLESS OF THE LOCATION OF THE INCIDENT.
D. REPORT SEXUAL ASSAULTS ON VICTIMS WHO ARE AGE 18 OR OLDER.
ASSAULTS ON VICTIMS UNDER AGE 18, OR WHO ARE MARRIED TO THE
PERPETRATOR AT THE TIME OF THE ASSAULT, SHOULD BE REPORTED THROUGH
THE FAMILY ADVOCACY PROGRAM.
3. REPORTS.
A. FOR EACH INCIDENT, COMMANDING OFFICERS SHALL MAKE THE INITIAL
REPORT VIA THE CHAIN OF COMMAND TO THE ECHELON II COMMANDER WITHIN
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TEN (10) DAYS OF RECEIVING A REPORT OF AN INCIDENT OF SEXUAL ASSAULT.
STATUS REPORTS SHALL BE MADE MONTHLY UNTIL FINAL RESOLUTION.

ERRORS IN DATA COMPILATION.

5. VICTIM DATA: (NAMES OF VICTIMS SHOULD NOT BE INCLUDED):
A. MILITARY, INDICATE SERVICE AFFILIATION AND STATUS, (E.G., MILITARY, USN, ACTIVE).
B. CIVILIAN, INDICATE STATUS WITH RESPECT TO MILITARY IF ANY (E.G., CIVILIAN, NAVY FAMILY MEMBER, DOD CIVILIAN EMPLOYEE, CONTRACTOR, OR DOD CIVILIAN FAMILY MEMBER).

C. AGE

D. GENDER

E. RACE. RACIAL DATA ENTRY SHOULD CONFORM TO ONE OF FOLLOWING:

- (1) ASIAN/PACIFIC ISLANDER
- (2) AMERICAN INDIAN/ALASKAN NATIVE
- (3) BLACK
- (4) WHITE
- (5) HISPANIC
- (6) OTHER
- (7) UNKNOWN

F. ALCOHOL INVOLVEMENT. (INDICATE YES, NO, OR UNKNOWN.)

6. DATE AND PLACE OF INITIAL REPORT RECEIVED BY MILITARY
UNCLAS //N01752// FINAL SECTION OF 02
OFFICIAL (E.G., 2 JAN 95, BASE SECURITY, NAVSTA NORFOLK).

7. ALLEGED OFFENDER DATA (NAMES OF ALLEGED OFFENDERS SHOULD NOT BE INCLUDED): SAME FORMAT AS ELEMENT 5 ABOVE IF INFORMATION AVAILABLE.

8. TYPE OF ALLEGED ASSAULT: E.G., RAPE; FORCIBLE SODOMY; INDECENT ASSAULT; ASSAULT WITH INTENT TO COMMIT RAPE/SODOMY.

9. INVESTIGATIVE AGENCY AND INVESTIGATION STATUS: E.G., NCIS, LOCAL/CIVILIAN LAW ENFORCEMENT; STATUS AND/OR RESULTS OF THE CRIMINAL INVESTIGATION/COMPLAINT AS REPORTED BY THAT AGENCY:

- A. INVESTIGATION IN PROGRESS
- B. INVESTIGATION COMPLETED
- C. COMPLAINT RESOLVED
- D. COMPLAINT UNFOUNDED
- E. COMPLAINT UNRESOLVED
- F. FALSE REPORT

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G. NO INVESTIGATION INITIATED

10. COMMAND DISPOSITION OF ALLEGED OFFENDER:

A. NJP

B. ADMINISTRATIVE SEPARATION PROCESSING INITIATED/COMPLETED (INDICATE TYPE OF DISCHARGE, IF APPLICABLE).

C. NO ACTION TAKEN

- D. SUMMARY COURT-MARTIAL
- E. SPECIAL COURT-MARTIAL
- F. GENERAL COURT-MARTIAL
- G. CIVILIAN TRIAL
- H. OTHER

11. CHARGES OFFENDER CONVICTED OF:

- A. RAPE
- B. INDECENT ASSAULT
- C. FORCIBLE SODOMY
- D. ASSAULT WITH INTENT TO COMMIT RAPE
- E. ASSAULT WITH INTENT TO COMMIT SODOMY
- F. OTHER

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12. SENTENCE IF CONVICTED BY MILITARY OR CIVILIAN COURT, OR PUNISHMENT AWARDED AT OTHER PROCEEDING (E.G., RESTRICTION, REDUCTION IN RATE AT NJP).
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13. COMMENTS: ANY INFORMATION PERTINENT TO REVIEWING AUTHORITIES. SPECIFICALLY: DRUG INVOLVEMENT OTHER THAN ALCOHOL (INDICATE YES, NO, OR UNKNOWN) FOR BOTH VICTIM AND PERPETRATOR.

7. UNAVAILABLE ITEMS OF DATA SHOULD BE SO INDICATED IN APPLICABLE REPORT SECTION WITH USE OF WORD "UNKNOWN." MISSING ELEMENTS SHOULD NOT DELAY SUBMISSION OF REPORT.

8. IF MORE THAN ONE OFFENDER IS INVOLVED IN A SINGLE INCIDENT, ITEMS 7-11 SHOULD BE ANSWERED SEPARATELY FOR EACH OFFENDER. IF MORE THAN ONE VICTIM IS INVOLVED IN THE INCIDENT, SUBMIT A SEPARATE REPORT FOR EACH VICTIM.

COMMANDS (TO INCLUDE ALL INITIAL AND STATUS REPORTS FOR ALL REPORTED INCIDENTS) USING THE DISCRIMINATION AND SEXUAL HARASSMENT/RAPE AND SEXUAL ASSAULT SYSTEM (DASH/RASAS) DATABASE MAINTAINED IN THEIR EQUAL

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OPPORTUNITY OFFICES. ECHELON II COMMANDERS WILL SUBMIT DATA QUARTERLY TO BUPERS (PERS-661D) ON A 3.5 INCH, DOUBLE-SIDED, HIGH DENSITY DISKETTE. DATA MUST BE RECEIVED BY PERS-661D NO LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING THE END OF THE QUARTER. FOR EXAMPLE, REPORTS FROM THIRD QUARTER FY-95 ARE DUE NO LATER THAN 15 JUL 95.

4. DATA COLLECTION. COMMANDING OFFICERS WILL APPOINT A DATA COLLECTION COORDINATOR (DCC) TO ENSURE APPROPRIATE LIAISON WITH GOVERNMENTAL AGENCIES, DATA COLLECTION, AND REPORTING. DATA POINTS OF CONTACT MAY INCLUDE THE NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS), FAMILY SERVICE CENTERS, LOCAL LAW ENFORCEMENT AGENCIES, MEDICAL TREATMENT FACILITIES, STAFF JUDGE ADVOCATES, AND NAVAL LEGAL SERVICE OFFICES. THE DCC SHALL OBTAIN REQUIRED DATA FROM THESE AGENCIES RATHER THAN FROM THE VICTIM OR ALLEGED OFFENDER.

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DATA COLLECTION AND REPORTING MUST PROTECT THE VICTIM'S AND ALLEGED PERPETRATOR'S IDENTITIES AND MUST NOT INTERFERE WITH ONGOING CRIMINAL INVESTIGATION, EVALUATION OF EVIDENCE, OR, WHEN APPLICABLE, PROSECUTION. COMMANDING OFFICERS HAVE DISCRETION TO DELAY REPORTING INFORMATION IF NECESSARY UNTIL FACTS ARE DETERMINED. IF INFORMATION IS NOT AVAILABLE, THIS SHOULD BE INDICATED.

5. REPORTING COMMAND. INCIDENTS OF RAPE OR SEXUAL ASSAULT WILL BE REPORTED TO THE RESPONSIBLE ECHELON II COMMAND (CMD) IN ACCORDANCE WITH THE FOLLOWING GUIDELINES:

A. IF VICTIM IS A NAVY MBR OR FAMILY MEMBER, VICTIM'S/SPONSOR'S CMD WILL REPORT TO ITS ECHELON II CMD, INFO ALL INTERMEDIATE CMDS.

B. IF VICTIM IS NOT A NAVY MBR BUT ALLEGED OFFENDER IS, ALLEGED OFFENDER'S CMD WILL REPORT TO ECHELON II COMMAND, INFO ALL INTERMEDIATE CMDS.

C. IF BOTH VICTIM AND OFFENDER ARE NAVY MBRS, VICTIM'S CMD WILL

REPORT TO ITS ECHELON II CMD, INFO ALL INTERMEDIATE CMDS AND ALLEGED OFFENDER'S COMMAND.

D. IF NEITHER VICTIM NOR ALLEGED OFFENDER IS A NAVY MBR, CO OF INSTALLATION OR ACTIVITY WHERE SEXUAL ASSAULT OCCURS WILL REPORT TO HIS/HER ECHELON II CMD, INFO ALL INTERMEDIATE CMDS.

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6. REPORT FORMAT. ECHELON II COMMANDERS MAY PROVIDE ADDITIONAL GUIDANCE REGARDING MEANS OF REPORTING (E.G., MESSAGE, LETTER, OR VOICE), BUT FOLLOWING FORMAT SHOULD BE USED.

FM: COMMANDING OFFICER

TO: ECHELON II COMMAND

INFO OR COPY TO: CHAIN OF COMMAND

SUBJ: REPORT OF SEXUAL ASSAULT/RAPE

1. DATE OF REPORT

2. TYPE OF REPORT: INITIAL, STATUS, OR FINAL REPORT THIS INCIDENT.

3. NAME OF CMD SUBMITTING REPORT AND POC/DCC.

4. INCIDENT NUMBER CONSISTING OF: REPORTING CMD UIC; THE LAST TWO DIGITS OF THE FISCAL YEAR IN WHICH ASSAULT OCCURRED; AND THE SEQUENTIAL NUMBER CORRESPONDING TO THE NUMBER OF SEXUAL ASSAULTS REPORTED BY UIC IN THAT FISCAL YEAR. (E.G., AN INSTALLATION WITH UIC 12345 SUBMITTING A REPORT OF AN ASSAULT THAT OCCURRED IN AUG 95, WHICH IS THE SECOND REPORTED ASSAULT THAT YEAR, WILL HAVE AN INCIDENT NUMBER OF 12345-95-02). IT IS IMPORTANT TO NOTE THAT THIS INCIDENT NUMBER WILL BE THE ONLY MEANS THROUGH WHICH INITIAL AND SUBSEQUENT REPORTS WILL BE COLLATED. ACCURACY IS THUS ESSENTIAL TO AVOID

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ASSAULTS AND RAPES TO BUPERS IS NECESSARY REGARDLESS OF OTHER FORMS OF NOTIFICATION (E.G., OPREP-3). NOTE ALSO THAT QUARTERLY REPORTING OF DISCRIMINATION AND SEXUAL HARASSMENT INCIDENTS, PER REF B, CONSTITUTES A SEPARATE REPORTING REQUIREMENT.

10. THE COLLECTION OF ACCURATE DATA ON SEXUAL ASSAULT/RAPE IS CRITICAL TO ASSIST NAVY IN ACHIEVING THE PARAMOUNT OBJECTIVE OF DECREASING THE INCIDENCE OF SUCH CRIMES. TOWARDS THIS END, THESE REPORTING REQUIREMENTS ARE EXPECTED TO SUPPORT PROGRAM PLANNING; TO PAGE 04 RUENAAA0956 UNCLAS
ENHANCE PREVENTION EFFORTS; AND TO FACILITATE CAREFUL AND TIMELY PROCESSING OF CASES.

11. RELEASED BY F. L. BOWMAN, VADM, USN.//

BT

#0956

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